C-669
Page 1 of 2

Agency

St. Mary's County

Division

Finance - Administration

St. Hary's country	rinance - Administration
Item No. Description -	Retention
1. Budget Files a. Annual County Budget - approved copy b. Departmental Budget Proposals	a. Retain PERMANENTLY* b. Permanent*
 Audit Files a. Audit reports - Offical records of examination of county finanness prepared by internal or external auditors. b. Working papers related to the submission and approval of audits, includes bids from auditor correspondence and worksheets. 	b. Retain 3 years, thereafter destroy.
3. Bond Files arrow Offical statements (prospectus) for bond projects including State Highway Bonds, General Obligation Bonds and State Obligation Bonds. b. Working papers for preparation and distribution bonds.	b. Retain until completion
a. 1963 - 1978 The Personnel/Payroll Journal contains one page each employee giving the name and social security number, address and department where employed, employment number and date of birth, income tax status and number of exemptions, effective date first employment and date of exemption certificate gross Federal Tax, FICA, State Tax, Deductions for the retirement, insurance and other deductions, total deductions and the employee's net pay and the changer. After 1978 an Official Personnel Folder was implemented for county employees (Schedule content in the temployee Payroll File and Payroll Reports contain permanent informations)	of tion, or l eck -545, rd.

Schedule approved by Department, Agency, or Division Representative

Joseph W. Luckensky 9/28/90

ure / Title ...

Date

Schedule authorized by

County Archivist

State Archivist

9/27/90

Date

10/30/93

C- 669

RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation sheet)

Page No. 2 of 2

Item No.	Description	Retention
4.	Payroll Journal	
	b. 1978 to present	
	These files have been superceded by the Official Personnel Folder, Terminated Employees Payroll Files, and Payroll Reports.	b. Retain 3 years or until audits completed, whichever is later, thereafter destroy.
5.	General Files	
	Correspondence, chronological files, insurance policy and correspondence files, reports, studies, surveys, and memoranda relating to the internal and external activities and administration of the office.	Retain 3 years or until administrative value ceases, whichever is later, thereaft destroy.
		* If no county archives is maintained, transfer to State Archives.

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY PAGE 1 OF 4
EFARTMENT/AGENCY	2. DIVISION		3. UNIT
St. Mary's County	Finance		Administration
AND THE PERSON OF THE PERSON		OS NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Budget Files	·		5. EARLIEST YEAR/LATEST YEAR 1971 TO 1990
*	THE SERIES. county budget,	working papers fo	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES; or the preparation of the n county department.
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
EXLETTER SIZE I MICROFILM	- ALPHABETIC	CAL	Prile Drawer(s)
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		20 MICROFILM REEL(S) COMPUTER TAPE(S)
BOUND BOOK D FLOPPY DISK	XR CHRONOLOGI	ICAL	NUMBER OTHER (SPECIFY)
AUDIO TAPE U VIDEO TAPE	□ GEOGRAPHIC		
OTHER(SPECIFY)	OTHER(SPEC		10. ANNUAL ACCUMULATION
			2 MICROFILM REEL(S)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
D DAILY D WEEKLY	⊠ XMONTHLY		MONTH(S) XX YEAR(S)
Governmental Center - Finance office St. Mary's County Records Center & Archives		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES EXNO	
15. ACCESS RESTRICTIONS Q YES		16. AUDIT REQUIREMENTS	
,		NONE D STATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDWARE/BOFTWARE) THE YES YOU NO		18. RECOMMENDED RETENTION	
		 a. Annual Budget - approved copy - PERMANENT b. Departmental Proposals - PERMANENT c. Working papers - Retain until adminstrative use ceases, thereafter destroy. 	
NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Jan Blodgett/County Archivist	Blodgett/County Archivist (301) 475-7844		6/22/90

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 850-1)	DEFARTMENT OF GE RECORDS MANAGEN 7278 WATER P.O. EX JESSUP, MARY	MENT DIVISION RLOO ROAD DX 275	AGENCY RECORDS INVENTURY PAGE 2 OF 4
EFARTMENT/AGENCY	2. DIVISION	20774	3. UNIT
St. Mary's County	Finance		Administration
			AND USED AS A UNIT FOR
	E AS WELL AS RET	INTION AND DISPOS	
4. RECORD SERIES TITLE Audit Files			1945 TO 1990
THE COLUMN THE COLUMN THE			ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES;
Audit files include: a. Audit reports - official copies of examination of county finances prepared by internal or external auditors. b. Working papers - drafts, reports and ledgers related tot he submission and approval			
of audits.	·		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL XR CHRONOLOGICAL		9. VOLUME
D LEGAL SIZE D COMPUTER TAPE			D MICROFILM REEL(S) 5 D COMPUTER TAPE(S) NUMBER D OTHER(SPECIFY)
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11. FILE IS USED DAILY DEEKLY XXX MONTHLY			S INACTIVE AFTER WONTH(S) SXYEAR(S)
Governmental Center - Finance office St. Mary's County Records Center & Archives		14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE) D YES DANO	
15. ACCESS RESTRICTIONS DYES DENO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS O NONE XXX STATE XXFEDERAL XX INDEPENDENT	
17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN BEIEFLY AND DESCRIBE ANY MARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION	
O YES XX NO		a. Audit reports - PERMANENT b. Working papers - retain 3 years, there- after destroy.	
NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER		NUMBER	21. DATE
Jan Blodgett/County Archivist			6/22/90

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$80-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY PAGE 3 OF 4
EPARTMENT / AGENCY	2. DIVISION		3. UNIT
St. Mary's County	Finance		Administration
DEL HILLION MECOND OFFICED.			AND USED AS A UNIT FOR
, ,	E AS WELL AS RETE	NTION AND DISPOS	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR 1963 TO 1990
BONDS	PELY DECOLOR FU		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Official Statements (prospectus) for county bond projects including State Highway Bonds, General Obligation Bonds and State Obligation bonds and working papers for the preparation and distribution of bonds.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME
SEXLETTER SIZE D MICROFILM	XR ALPHABETIC	:AL	XXO FILE DRAWER(S)
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O DAILY O WEEKLY	XM MONTHLY	NUMBER D	AONTH(S) 以 YEAR(S)
Governmental Center - Finance Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES XX NO	
15. ACCESS RESTRICTIONS TYES XE NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS D NONE D STATE D FEDERAL XXD INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BEIEFLY AND DESCRIBE ANY MARDBARE/SOFTWARE) D YES XX NO		18. RECOMMENDED RETENTION Working Papers - intil completion of bond obligation and all audits completed, thereafter destroy. Official statements - permanently.	
NAME AND TITLE OF PREPARER	20. TELEPHONE	UMBER	21. DATE
J. Blodgett/County Archivist	(301)475-	7844	6/22/90

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GE RECORDS MANAGEM	ENT DIVISION	AGENCY RECORDS INVENTURY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 4 OF 4	
EFARTMENT/AGENCY	2. DIVISION		3. UNIT	
St. Mary's County	Finance		Administration	
		S NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE General Files	•		5. EARLIEST YEAR/LATEST YEAR 1963 TO 1990	
	EFLY DESCRIBE THE	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND	
TI INCOME SELLINGS ENCOUNTY 1911	THE SERIES.		RPOSE OR FUNCTION OF THE SEPILES	
Correspondence, Chronological files, insurance policy and correspondence files, reports, studies, surveys, and memoranda relating to the internal and external activities and administration of the finance office.				
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	
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O OTHER(SPECIFY)		_	10. ANNUAL ACCUMULATION	
- OTREKĮ SPECIFII	OTHER(SPEC	·iet)	XX FILE DRAWER(S) 2 D MICROFILM REEL(S)	
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11	<u> </u>	12.	OTHER(SPECIFY)	
II. FILE IS USED XXX WEEKLY	□ MONTHLY		S INACTIVE AFTER MONTH(S) X∰ YEAR(S)	
		NUMBER		
Governmental Center - Finance Office St. Mary's County Records Center & Archives		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES ANO		
15. ACCESS RESTRICTIONS TYPES	ON Ra	16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULAT	10N(S)	B. 100 B. 50 B. 100 B.		
		想 NONE □ STA	TE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED	PRETENT ON	
		Retain 3 years or until administrative value ceases, whichever is later, thereafter destroy.		
			Therefore the second of the se	
NAME AND TITLE OF PREPARER	20. TELEPHONE N	IUMBER .	21. DATE	
Jan Blodgett/County Archivist	(301) 475-7844	•	6/22/90	
San blodgett/ County Alchivist (301) 473-7644				